



STATE BOARD OF EQUALIZATION  
PROPERTY AND SPECIAL TAXES DEPARTMENT  
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June 13, 2005

TO COUNTY ASSESSORS AND INTERESTED PARTIES:

No. 2005/038

### PROPERTY TAX WORKLOAD PRIORITIES

The Policy Development Section of the Property and Special Taxes Department is currently in the process of developing workload plans for future projects regarding property taxation issues. Accordingly, with the limited staffing resources available, we want to ensure that the projects undertaken include topics or issues that county assessors, and others interested in the administration of the property tax, believe should be given priority. Generally, projects of the Policy Development Section include:

- ◆ Assessors' Handbook Sections – both revisions to existing and development of new handbook sections (approved by the Board)
- ◆ Property Tax Rules – both amendment to and adoption of new rules (approved by the Board)
- ◆ Guidelines – development of procedural guidelines on specific property types or program areas (approved by the Board)
- ◆ Letters To Assessors – development of advisory letters on specific property tax issues (reviewed by Board Members)

We are requesting your suggestions for any topics or issues that you believe should be considered for inclusion in our workload plans. Suggestions may be sent to Ms. Sherrie Kinkle at [sherrie.kinkle@boe.ca.gov](mailto:sherrie.kinkle@boe.ca.gov). We would appreciate your input by July 8, 2005.

Thank you for your assistance in this endeavor. If you have questions regarding Policy Development Section projects, you may contact Ms. Kinkle at 916-322-2921.

Sincerely,

/s/ David J. Gau

David J. Gau  
Deputy Director  
Property and Special Taxes Department

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